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ABSTRACT

A resolution of the Advisory Committee of the Navajo Tribal Council describes how since 1972 the Navajo Nation through its Department of Higher Education has administered both the Navajo Trust Fund (graduate and post-graduate program) and the Bureau of Indian Affairs Higher Education Funds (undergraduate program). The tribal philosophy toward higher education: scholarship eligibility requirements: and responsibilities of applicants, scholarship recipients, parents, the Department of Higher Education, high schools, postsecondary institutions and the Education Committee of the Navajo Tribal Council are delineated. A letter from the Chairman of the Navajo Tribal Council, proclaiming the fields of engineering, medicine, law, and business as the priority training areas of the Navajo Nation: the formal agreement signed by scholarship recipients: and flow charts for first time applicants, continuing students, and postsecondary administrators are appended. Names and addresses of the Navajo Tribal Council Education Committee and telephone numbers of the Navajo Department of Higher Education are provided. (NEC)

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NAVAJO NATION

Scholarship Assistance Program

Plan of Operation

April 22, 1980

Department of Higher Education
P.O. Drawer S
Window Rock, Arizona 86515

RC 012904

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RESOLUTION OF THE ADVISORY COMMITTEE OF THE NAVAJO TRIBAL COUNCIL

Approving the Plan of Operation for the Department of Higher Education

WHEREAS:

1. Navajo Tribal Council (Resolution CJ-21-53) established the Navajo Higher Education Scholarship fund and provided for its administration through the Advisory Committee of the Navajo Tribal Council (Resolution ACA-63-53) which adopted the rules and regulations for the operation of the fund; and

2. Navajo Tribal Council (Resolution CAU-58-65) authorized and empowered the Advisory Committee of the Navajo Tribal Council to adopt amendments to the Plan of Operation as it deems advisable in the best interest of the Navajo People; and

3. In January 1972, the Navajo Nation contracted the BIA Higher Education Program thus combining the administration of federal and tribal higher education programs under one operation, and established the Department of Higher Education to administer both programs; and

4. Since the consolidation of the federal and tribal higher education programs in 1972, there has been a rising demand for modifications or amendments to the existing Plan of Operation to accommodate and facilitate new federal policies affecting the tribal administration of federal programs and new laws concerning coordination between the Tribe and postsecondary institutions; and

5. There is a need for a uniform tribal policy to govern the administration of tribal and federal (BIA) scholarship programs, both of which must be consistent with the goals and priorities established by the Navajo Tribal Council; and

6. The Education Committee of the Navajo Tribal Council has completely reviewed the proposed Plan of Operation and found it to be adequate and comprehensive.

NOW THEREFORE BE IT RESOLVED THAT:

The Advisory Committee of the Navajo Tribal Council in exercising its authority empowered by the Navajo Tribal Council (Resolution CAU-58-65) hereby approves the Plan of Operation (attached) which includes the administration of both the Navajo Scholarship (Navajo Trust Funds) and the Federal (BIA) Higher Education Programs which is contracted under the provisions of P.L. 93-638, and that both programs shall be administered by the Department of Higher Education Program consistent with the goals and priorities set by the Navajo Tribal Council.

CERTIFICATION

I hereby certify that the foregoing resolution was duly considered by the Advisory Committee of the Navajo Tribal Council at a duly called meeting at Window Rock, Navajo Nation (Arizona), at which a quorum was present and that same was passed by a vote of 7 in favor and 3 opposed, this 22nd day of April, 1980.

Frank E. Paul
Vice Chairman
Navajo Tribal Council

S

PLAN OF OPERATION

Undergraduate, Graduate and Post-graduate

SCHOLARSHIP ASSISTANCE PROGRAMS OF THE NAVAJO NATION

Department of Higher Education
Window Rock, Arizona 86515

PHILOSOPHY

The Navajo Tribal Council declares it to be the policy of the Navajo Nation to provide qualified Navajo individuals financial assistance to receive higher education of high quality, and while the direction of the education systems remains primarily the responsibility of public and private institutions of higher learning, the Navajo Nation has a clear responsibility to provide leadership and support in the professional training of the Navajo people. While the Navajo Nation may lend financial support to the student, it shall also expect the student, his/her parents and/or spouse to contribute toward the educational costs of the individual student.

NAVAJO HIGHER EDUCATION

BACKGROUND:

In the early 1950's, the Navajo Tribal Council formally acknowledged that the future of the Navajo Nation depended on the education of the Navajo people. As a result, in 1953, the Navajo Tribal Council passed a resolution establishing a scholarship trust fund to finance Navajo students planning to attend postsecondary institutions. In 1961, a "Plan of Operation" was passed for the administration of the scholarship program, and a Scholarship Committee was established which had the authority to grant or withdraw funds.

In January 1972, the Navajo Nation entered into a contract with the Bureau of Indian Affairs (BIA) to administer its scholarship program. As a result, the Navajo Nation reorganized its Executive Branch to provide for a Department of Higher Education. The Department of Higher Education, often referred to as the Scholarship Office thus has responsibility for the administration of both the Navajo Trust Fund (graduate and post-graduate program) and the Bureau of Indian Affairs (undergraduate program) Higher Education Funds.

SECTION I: ELIGIBILITY

The Applicant must:

A. Be a legally enrolled member of the Navajo Tribe with ¼ or more Indian blood quantum.

B. Be officially admitted to a postsecondary institution accredited by any of the six Regional Accrediting offices.

C. Be enrolled as a full time student.

D. Demonstrate a financial need.

E. Be ranked in the upper 30% of the high school graduating class or achieve a composite score of 13 or more on the American College Test (ACT). An applicant scoring an unusually high ACT composite score of 25 or more shall be eligible for an automatic scholarship at the maximum allowable for an undergraduate student set by the Department. An applicant ranking below the upper 30% of the graduating high school class or achieving a composite ACT score of 12 or below shall be ineligible. However, the applicant may appeal in writing to the Scholarship Committee and become eligible if the committee finds that the denied applicant meets the following criteria: Shows from official high school transcript an upward grade trend during his/her high school career or an upward grade trend in his/her senior year.

F. Attain the General Education Development (GED) Certificate with an average score of 55 or above.

G. Provide a college transcript with a Cumulative Grade Point Average (CGPA) of 2.0 on a 4.0 grading scale if he/she is already attending college and is a first time applicant.

H. Complete his undergraduate study in a maximum of four (4) years which may be non-consecutive and two summers inclusive after which if as a full-time student he/she has not earned a bachelors degree, it shall be the student's financial responsibility thereafter to complete the program.

I. Complete his graduate and post-graduate study as a full-time student in a maximum of two (2) years which may be non-consecutive and two summers inclusive after which if the student has not earned a graduate of post-graduate degree, it shall be the student's responsibility thereafter to complete the program. The student who attends summer session only shall complete graduate and post-graduate work within four (4) years summer terms which may be non-consecutive after which it shall be the student's responsibility to complete the program.

J. Be accepted into a degree program with a declared major and upon earning either a bachelors, graduate, or post-graduate degree, he/she cannot seek additional Navajo scholarship funds toward another degree at the same level.

K. Because of the critical need for certain professions as illustrated in Appendix A. applicants who are accepted in these fields and who meet the tribal eligibility and academic requirements shall receive funding priority over other applicants.

L. Seek admission to in-state public postsecondary institutions or shall be subject to pay the difference in cost of tuition from what it would have cost him/her if he/she were to attend an in-state public institution unless the student s course of study is not available in-state.

M. No foreign study outside the continental United States shall be allowed except for applicants who reside in foreign countries due to military service.

N. No scholarship funds shall be allowed for tuition, travel or per diem expenses to short term workshops or professional association, conventions, or conferences.

O. Each college graduate is under a moral obligation to return to the Navajo Nation to provide professional services.

SECTION II: RESPONSIBILITIES OF THE APPLICANT

The Applicant shall:

A. For admission to an institution:

1. Request application from respective institution and pay required fees,
2. Submit all required information requested by institution.
3. Confirm acceptance or refusal of institutional admission by date(s) indicated.

B. For Financial Assistance:

1. Complete financial aid applications (i.e. Basic Education Opportunity Grant - BECG, ACT Family Financial Statement, CSS Financial Aid Forms, etc.) and send to appropriate centers.
2. Upon receipt of the BEOG Student Elgibility Report (SER), all copies must be sent to the Financial Aid Officer immediately,
3. Apply for state scholarships and other grants,
4. Confirm acceptance of award notification,
5. Notify appropriate donors of any refusal of awards.

C. For Housing:

1. Pay all required deposits and fees for campus and/or off-campus housing.
2. Confirm acceptance or refusal of on-campus housing, and
3. Be responsible for all requirements of campus and off-campus housing contracts signed.

D. For Navajo Higher Education:

1. Submit a Certificate of Indian Blood (CIB) from the respective Navajo agency.
2. Submit a completed Navajo Scholarship Application each academic year and each summer term,
3. Submit a copy of the Letter of Admissions from an accredited college/university,

4. Submit a complete high school transcript, and ACT composite test scores, or GED certificate with test scores for first-time applicant and college transcript for a continuing student before June 30 of each year, and
5. Confirm acceptance or refusal of award notification.

SECTION III: RESPONSIBILITIES OF THE SCHOLARSHIP RECIPIENT

The Scholarship Recipient shall:

A. 1. *Undergraduate* Be a full-time student earning no less than 12 credit hours with a grade point average (GPA) of no less than 2.00 on a scale of 4.00 at the end of a regular semester or quarter, or no less than 6 credit hours with a GPA of 2.00 at the end of each five week summer session, or no less than 9 credit hours with a GPA of 2.00 at the end of each eight week summer session; or

2. *Graduate or Post-graduate* Be a full-time student earning no less than 9 credit hours with a grade point average (GPA) of no less than 3.00 on a scale of 4.00 at the end of a regular semester or quarter,or no less than 6 credit hours with a GPA of 3.00 at the end of each five-week summer session, or no less than 9 credit hours with a GPA of 3.00 at the end of each eight-week summer session.

B. Submit an official copy of the college transcript each June 30 and a copy of the official grade reports at the end of each semester/quarter completed.

C. Pursue a degree program leading to an Associate, Baccalaureate, Masters, or Doctorate Degree. Terminal, technical, vocational, or one/two year courses must apply to the respective Navajo Agency Employment Assistance Office, Bureau of Indian Affairs.

D. Notify the Department immediately upon refusing a Navajo Scholarship Award.

E. Be placed on probation for one semester or quarter upon failure to meet the Tribe's academic requirement. (If a student is on probation, he/she shall submit an official grade report no later than 30 days after the last day of the semester/quarter completed--no unofficial grade report will be accepted.)

F. Upon failure to meet the Tribe's academic requirement during probationary period be subject to suspension.

G. Use Scholarship funds specifically for educational expenses. Any other use of these funds shall warrant automatic suspension and repayment of the awarded funds. (Appendix B - Agreement)

H. Attend the institution specified by the award letter. No transfer of scholarship funds between institutions during the academic year (August through May) shall be allowed.

I. Report immediately any change of personal status (marital, name, income) to the Department and financial aid office. Providing any false information shall warrant automatic suspension and/or repayment of funds awarded.

J. Notify the institution and the Department of any intention to withdraw from school. Without approval of reasons for withdrawal the student shall be required to repay the funds awarded.

K. Submit all future applications according to the following deadlines:

Fall Semester/Quarter	June 30
Winter/Spring Semester/Quarter	November 30
Summer Sessions	April 30

L. Participate in the College Work Study (CWS) Program upon accumulated 60 or more undergraduate hours while attending a four (4) year postsecondary institution.

M. Participate in the College Work Study (CWS) Program upon accumulated 30 or more undergraduate hours and attending a two (2) year junior or community college.

N. Pay up to 20% of his/her total yearly educational costs if he/she is a graduate or postgraduate student, through personal, parent (or spouse) contributions, research assistantship or fellowship and/or loans administered by private or public lending agencies.

SECTION IV: RESPONSIBILITIES OF THE PARENTS, SPOUSE, OR LEGAL GUARDIAN

The parents, spouse, or legal guardian shall:

A. By federal regulations, contribute to the educational expense of their dependent children or spouse, according to their ability.

B. Be involved in the educational and career planning of their children or spouse.

C. Provide income and other pertinent information when their children or spouse are in the process of applying for financial assistance. The information is necessary to determine the student's eligibility for financial assistance--all respective information regarding income shall be kept confidential.

D. Provide encouragement and moral support by being aware of decisions made by their children or spouse regarding living arrangements, chosen field of study, institutions to attend, needed assistance.

E. Be cooperative and supportive or a student's request for financial assistance and educational opportunity may be curtailed.

SECTION V: RESPONSIBILITIES OF THE DEPARTMENT OF HIGHER EDUCATION

The Department shall:

A. Provide scholarships (financial assistance) to qualified students pursuing professional postsecondary training.

B. Coordinate, articulate, and correlate the educational services provided by colleges/universities through provisions of leadership in establishing higher educational goals and priorities for the Navajo Nation.

C. Process (receive, review, screen and accept) applications for awarding students who meet this basic eligibility criteria and requirements, depending upon the availability of funds.

D. Place students, who fail to maintain the academic requirement, on probation for one semester, quarter or summer term.

E. Suspend student funding:

1. a. *Undergraduate*
   If for the last two consecutive semesters/quarters completed, the student earned less than 12 credit hours and/or grade point average of less than 2.00.
   b. *Graduate and Post-graduate*
   If for the last two consecutive semester/quarters completed, the student earned less than 9 credit hours and/or a grade point average of less than 3.00.
2. If for the last semester/quarter completed for which the student was awarded a probationary scholarship, he/she was still unable to achieve the academic standard as set by the Navajo Tribe.
3. If the student was awarded a Navajo Scholarship but withdrew from school without officially notifying the institution and/or the Department of Higher Education.
4. If the student was awarded a Navajo Scholarship but the reason(s) given for his/her withdrawal from

school is/are unacceptable to the Department of Higher Education.

5. If the student was awarded a Navajo Scholarship but used the funds for something other than his/her education.

F. Place students on probation:

1. *Undergraduate*
   If for the last semester/quarter the student completed, he/she earned less than 12 credit hours and/or a grade point average of less than 2.00.
2. *Graduate and Post-graduate*
   The last semester/quarter the student complete, he/she earned less than 9 credit hours and/or grade point average of less than 3.00.

G. Deny students:

1. If the students fails to meet the scholarship application deadlines or for lack of scholarship funds.
2. If the student is receiving other sources of funding which are sufficient to cover the expenses.
3. If the student has withdrawn without approval and failed to repay scholarship funds awarded.

H. Require students to apply for other federal and institutional education and financial aid program.

I. Provide timely and correct information on scholarship policies and proceoures to prospective applicants and respective administrators.

J. Conduct workshops, orientations, conferences, etc., for students, parents, and administrators to keep them abreast of the latest higher educational developments of the Navajo Nation.

K. Establish and maintain effective working relations with all secondary and postsecondary institutions, parents, and agencies working with students.

L. Attend workshops, orientations, conferences, etc., to

keep abreast of most current educational policies and developments.

M. Through its counselors, assist students to overcome their social, emotional, financial and academic problems.

SECTION VI: RESPONSIBILITIES OF THE HIGH SCHOOL

The High School Shall:

A. Provide career education, motivation and adequate academic preparation.

B. Inform students of academic scholarships and other special award programs and their respective requirements.

C. Advise students of requirements such as testing, fees, transcripts, and other documents necessary for admission to college/university.

D. Submit ACT composite scores of High School graduating seniors to the Department of Higher Education before June 30 of each year.

E. Inform parents of their children's progress.

F. Encourage and select students to participate in pre-college programs.

G. Counsel students in the selection of schools, housing, careers and all areas related to education beyond high school.

H. Establish and maintain a close working relationship with postsecondary institutions and the Navajo Nation.

SECTION VII: RESPONSIBILITIES OF THE POSTSECONDARY INSTITUTION

The Postsecondary Institutions shall:

A. Provide information regarding curriculum, admissions standards and procedures, financial aid programs, student supportive services, housing, education and related costs, and other aspect of student life.

B. Provide timely notification of applicants regarding admissions and financial aid decisions, housing assignments, schedule of classes and other school-related services.

C. Conduct orientation programs for new and transfer students.

D. Provide the Department timely submission of financial needs analysis, Letter of Admissions, and official transcripts as requested by each student.

E. Develop and provide counseling programs to insure retention of students by assisting them to overcome their social, emotional, financial and academic problems.

F. Comply with the Department's guidelines regarding check disbursements, voided checks, refunds, withdrawals, and other reports.

G. Inform the Department of any changes affecting each student's personal, financial or academic status.

H. Insure confidentiality of information submitted by students, parents, and the Department.

SECTION VIII: RESPONSIBILITIES OF THE EDUCATION COMMITTEE OF THE NAVAJO TRIBAL COUNCIL

The Education Committee shall:

A. Provide the leadership in establishing the higher education policy, goals, and priorities of the Navajo Nation.

B. Provide guidance and direction for the Navajo Scholarship Program (Trust Fund) and Bureau of Indian Affairs Higher Education Program (Scholarship).

C. Periodically review and recommend amendments and/or revisions of the Department's Plan of Operation and submit them to the Advisory Committee of the Navajo Tribal Council and the Navajo Tribal Council, if deemed appropriate, for final approval.

D. Solicit and generate new funds of the Navajo Scholarship Trust Fund and the BIA Higher Education appropriations by whatever means as deemed necessary.

E. Review and/or reconsider denied or suspended applications and resolve grievances and appeals by applicants and/or students. It's decision shall be final.

F. Delegate authority necessary to accomplish the goal of the Navajo Higher Education Program.

SECTION IX: AMENDMENTS

Anytime that it deems necessary and appropriate the Education Committee shall recommend amendments and/or revisions to the said Plan of Operation for the approval by the Advisory Committee of the Navajo Tribal Council.

APPENDIX

A. Funding Priority for Certain Professions

B. Agreement

C. First-Time Applicant Flow Chart

D. Continuing (Student) Applicant Flow Chart

E. Financial Flow Chart for Postsecondary Administrators

APPENDIX "A"

July 28, 1980

Mr. Harvey McKerry Chairman
Education Committee of the
Navajo Tribal Council
Window Rock, AZ 86515

Dear Mr. McKerry:

In the last several years the Navajo Nation has come under tremendous pressure to exploit and expend its energy-related mineral resources for the benefit of the greater society. However, the Navajo People shall not relinquish its mineral resources to outside interests without first exploring and evaluating the long-range human benefits, the cultural, social and environmental impacts it will pose on the local communities.

In order to pace the right combination of human and economic developments through the utilization of energy-related resources, it will take young and talented Navajo individuals who hold respect for their people and land, but also possess the professional credentials to perform this important task. Subsequently, the responsibility rests on the Navajo Nation to support individuals who will pursue fields of study vitally important to the future human and economic developments of the Navajo Nation.

Recognizing this important manpower need, I proclaim the fields of engineering, medicine, law and business as the priority training areas of the Navajo Nation. The Navajo Nation Higher Education Program hereinafter shall incorporate these priorities in its operation of the Navajo scholarship assistance program.

Sincerely,

Peter MacDonald, Chairman
Navajo Tribal Council

APPENDIX B

AGREEMENT

The Navajo Nation through its agent, the Department of Higher Education (hereinafter known as the Department) and _____, the Navajo Scholarship Recipient (hereinafter known as the Recipient) hereby agree as follows:

1. Upon the Recipient's acceptance of the award, the Department shall provide a scholarship for the term (semester/s, quarter/s) and the amount specified in the award letter.
2. The Recipient shall (as an undergraduate student) be a full-time student earning no less than 12 credit hours with a Grade Point Average (GPA) of no less than 2.00 on a scale of 4.00 at the end of a regular semester or quarter, or no less than 6 credit hours with a GPA of 2.00 at the end of each five-week summer session, or no less than 9 credit hours with a GPA of 2.00 at the end of each eight-week summer session.
3. The Recipient shall (as a graduate or post-graduate student) be a full-time student earning no less than 9 credit hours with a Grade Point Average (GPA) of no less than 3.00 on a scale of 4.00 at the end of a regular semester or quarter, or no less than 6 credit hours with a GPA of 4.00 at the end of each five-week summer session, or no less than 9 credit hours with a GPA of 3.00 at the end of each eight-week summer session.
4. The Recipient who is awarded for one term under probationary status shall during that term improve his/her GPA (at a full-time course load) to meet the Department's academic requirement, otherwise he/she shall be suspended.
5. The Recipient shall use scholarship funds specifically for educational expenses and any other use shall warrant automatic suspension and repayment of the awarded funds.
6. The Recipient shall notify the Department of withdrawal from the institution specified in the award. The Recipient shall be required to repay the funds awarded if the Department does not approve of the reason/s for the Recipient's withdrawal from the specified institution.
7. The Recipient shall notify the Department of any changes in personal status (marital, name, income). Willfully withholding any such information shall warrant automatic suspension and/or repayment of funds awarded.
8. The Recipient shall submit to the Department at the end of each term completed official grade reports, and by June 30 of each year provide the Department an official college transcript.
9. The Recipient shall attend the institution specified in the award letter.
10. The Recipient in requesting future scholarships shall complete his/her application by the following deadlines:

Fall Semester/Quarter	*June 30*
Winter, Spring Semester/Quarter	*November 30*
Summer Sessions	*April 30*

In consideration of the scholarship funds awarded me by the Navajo Nation, I hereby agree to the conditions contained herein and rules governing the Navajo Nation Scholarship Award signed this _____ day of _____, 19__.

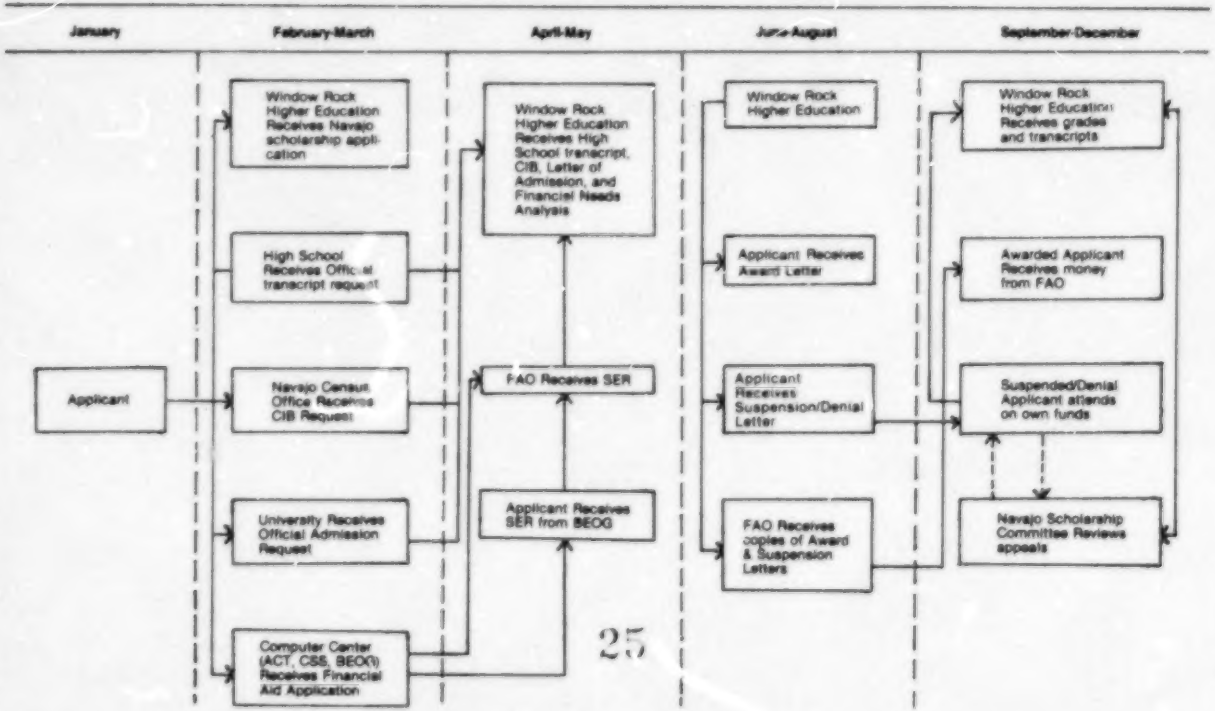
_____
Signature

No check will be issued for the Recipient until the original copy of this agreement is returned within 10 days to the Department of Higher Education, P.O. Drawer S, Window Rock, Arizona 86515.

Department of Higher Education

Appendix C

FLOW CHART FOR FIRST TIME APPLICANT


January
February-March
April-May
June-August
September-December
Applicant
Window Rock Higher Education Receives Navajo scholarship application
High School Receives Official transcript request
Navajo Census Office Receives CIB Request
University Receives Official Admission Request
Computer Center (ACT, CSS, BEOG) Receives Financial Aid Application
Window Rock Higher Education Receives High School transcript, CIB, Letter of Admission, and Financial Needs Analysis
FAO Receives SER
Applicant Receives SER from BEOG
Window Rock Higher Education
Applicant Receives Award Letter
Applicant Receives Suspension/Denial Letter
FAO Receives copies of Award & Suspension Letters
Window Rock Higher Education Receives grades and transcripts
Awarded Applicant Receives money from FAO
Suspended/Denial Applicant attends on own funds
Navajo Scholarship Committee Reviews appeals

DEFINITIONS: CIB - Certificate of Indian Blood; SER - Student Eligibility Report; FAO - Financial Aid Officer

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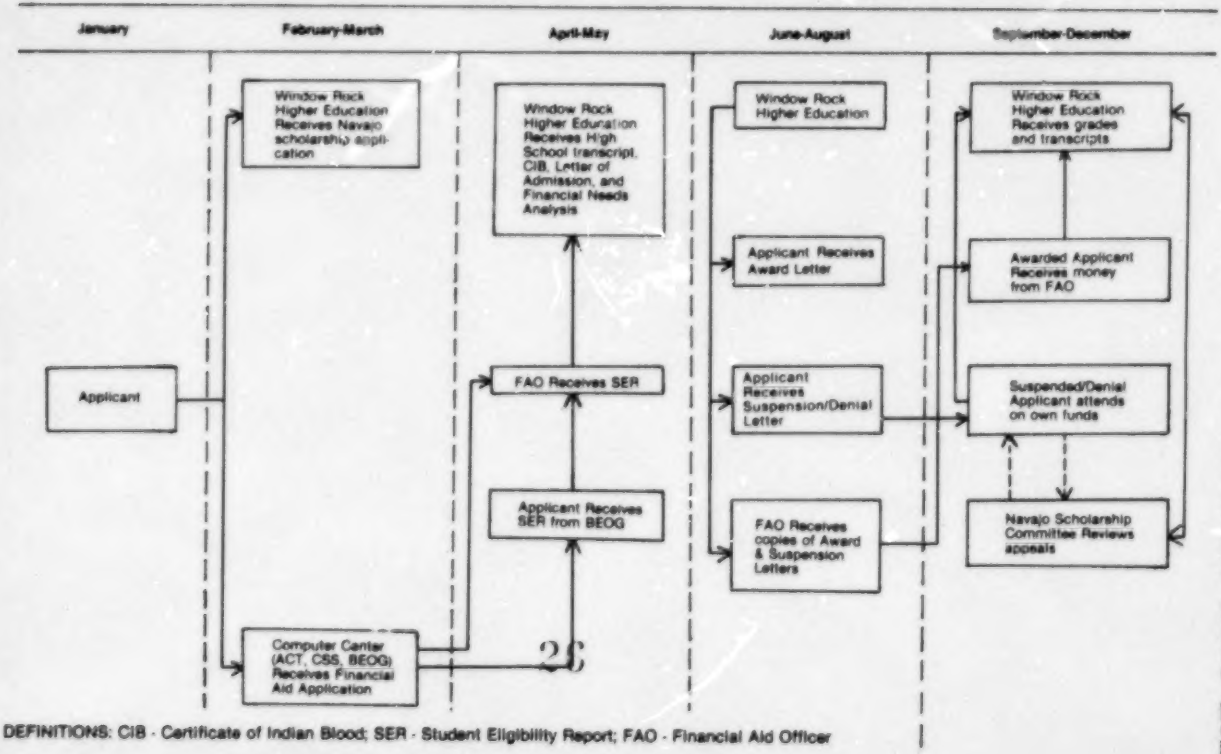
Appendix D

Department of Higher Education

FLOW CHART FOR CONTINUING (STUDENT) APPLICATION


January
February-March
April-May
June-August
September-December
Applicant
Window Rock Higher Education Receives Navajo scholarship application
Computer Center (ACT, CSS, BEOG) Receives Financial Aid Application
Window Rock Higher Edunation Receives High School transcript, CIB, Letter of Admission, and Financial Needs Analysis
FAO Receives SER
Applicant Receives SER from BEOG
Window Rock Higher Education
Applicant Receives Award Letter
Applicant Receives Suspension/Denial Letter
FAO Receives copies of Award & Suspension Letters
Window Rock Higher Education Receives grades and transcripts
Awarded Applicant Receives money from FAO
Suspended/Denial Applicant attends on own funds
Navajo Scholarship Committee Reviews appeals

DEFINITIONS: CIB - Certificate of Indian Blood; SER - Student Eligibility Report; FAO - Financial Aid Officer

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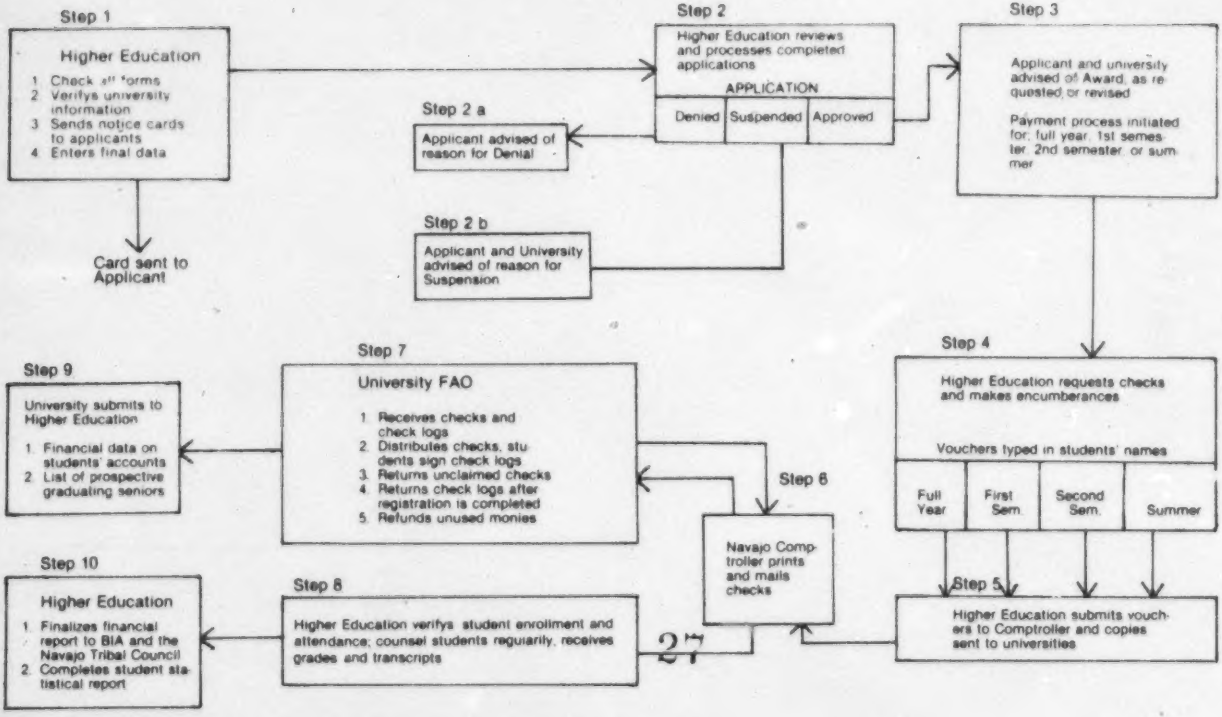
APPENDIX E

Department of Higher Education
FLOW CHART FOR ADMINISTRATORS


Step 1
Higher Education
1. Check all forms
2. Verifys university information
3. Sends notice cards to applicants
4. Enters final data
Card sent to Applicant
Step 2
Higher Education reviews and processes completed applications
APPLICATION
Denied
Suspended
Approved
Step 2 a
Applicant advised of reason for Denial
Step 2 b
Applicant and University advised of reason for Suspension
Step 3
Applicant and university advised of Award, as requested or revised
Payment process initiated for: full year, 1st semester, 2nd semester, or summer
Step 4
Higher Education requests checks and makes encumberances
Vouchers typed in students' names
Full Year
First Sem.
Second Sem.
Summer
Step 5
Higher Education submits vouchers to Comptroller and copies sent to universities
Step 6
Navajo Comptroller prints and mails checks
Step 7
University FAO
1. Receives checks and check logs
2. Distributes checks, students sign check logs
3. Returns unclaimed checks
4. Returns check logs after registration is completed
5. Refunds unused monies
Step 8
Higher Education verifys student enrollment and attendance; counsel students regularily, receives grades and transcripts
Step 9
University submits to Higher Education
1. Financial data on students' accounts
2. List of prospective graduating seniors
Step 10
Higher Education
1. Finalizes financial report to BIA and the Navajo Tribal Council
2. Completes student statistical report

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